

Human Resources Commission
Horseshoe Falls Regional Council
OF THE UNITED CHURCH OF CANADA

Supports, Connects, Empowers Communities of Faith

Place: In-person and Zoom meeting 1:45 p.m. at Regional Council Office, Hamilton

Roster: Pat Tooley (L, Chair), Doug Caldwell (L), Cathy Dilts (L), Joanne Hedge (OM), Sandra Litt (L), Morar Murray-Hayes (OM), Allison Playfair (OM), Ted Smith (DLM), Susan Stephen (L), Michael Veall (L)

Staff Support: Rev. Micol Cottrell, Pastoral Relations Minister mcottrell@united-church.ca, Pretima Kukadia, Admin, Communication & Records pkukadia@united-church.ca

Present: IN-PERSON: Pat Tooley, Joanne Hedge, Micol Cottrell ONLINE: Doug Caldwell, Sandra Litt, Morar Murray-Hayes, Pretima Kukadia

Regrets: Cathy Dilts, Michael Veall, Allison Playfair, Ted Smith, Susan Stephen

Welcome and Constitute Meeting: The meeting was constituted and opened by Pat Tooley.

Acknowledging the Land: Territorial lands were acknowledged on behalf of the Human Resources Commission by Pat Tooley:

We are gathered this afternoon to worship on the traditional land of the Mississauga's of the New Credit, covered by the Upper Canada Treaties (St. Paul's Oakville covered under Treaty 9). We recognize and deeply appreciate their historic connection to this ground we worship on. We also recognize the contributions of the Metis, Inuit, and other Indigenous peoples have made to our country. As settlers, this recognition must be clearly connected to our commitment to make the promise and the challenge of the Truth and Reconciliation real in the community in which we live and worship. We are grateful to the Creator for this time and this place.

Opening Worship: Kevin Steeper shared a prayer. Pedro Rupe, Jesuit order.

Opening Motions

Approval of Corresponding Members:

MOTION by Joanne Hedge / Doug Caldwell that Lennox Scarlett and Kevin Steeper be approved as corresponding members to this meeting.

MOTION

CARRIED

Approval of Agenda:

MOTION that the agenda be accepted as circulated.

MOTION

CARRIED

Approval of Previous Minutes:

MOTION that the Human Resources Commission of Horseshoe Falls Regional Council approve the minutes of June 28, 2023 as circulated.

MOTION

CARRIED

Ongoing Business

1. **Engaging Retirees:** with Kevin Steeper, Pastoral Support Minister

Kevin and Morar have been working together on retirees. The mailing list for retirees is getting updated. David Shearman is working on WOW's retiree list. Will hope for someone in ARW. Find ways to create community, pastoral care for retirees. Thank you for the work Morar has done on this. In an effort to bring retired colleagues into the fold, working on initiatives, to come together for regional council support. Also, clergy luncheons, meetings with Carmen Lansdowne and Michael Blair. Kevin's job description does not include retired colleagues, but covers those in active, working relationships. It would be difficult for one Pastoral Support Minister to cover all of southwestern Ontario.

There are extension councils, Doug Caldwell confirms The Hamilton Presbytery Mission Council of the United Church of Canada could fund coffee/luncheons. Pastoral Support Minister cannot drive this. Would need administrative support to be able to cover this.

We will look at our budget before the end of the year to work to offset costs for some gatherings. There is a gap. Kevin doesn't have a commission or pool of money, but we do. Will need to bring this to the Executive.

The Hamilton Presbytery Mission Council held a dinner last November. Need to know which retired ministers are connected with Hamilton Presbytery. Our granting mandate limits us to geographic area of Hamilton Presbytery. Toronto United Church Council has taken over Halton Extension Council as their leadership group was no longer able to do the work. Niagara and Erie Presbytery Councils rejected HRF's invitation to amalgamate and continue to operate individually. They have undertaken some initiatives regarding retirees.

If expenses are covered for those in the former Hamilton Presbytery area, we need to cover the others. Morar is thinking of sending a Christmas letter. This is the initial phase. Working to provide assistance to entire regional council. Looking beyond our commission, who might provide pastoral care to other retirees? Build in this capacity. Team of 10 or more for pastoral support. We are hearing a need for more coming together in-person.

At the first gathering online, hoping to get a sense of needs, Morar and Kevin received 80 to 90 responses. Many retire and move out of regional council; some move into regional council. Maybe find some recent retirees to take this on? Original model was for grassroots clusters/networks. We can get this going, but then need others to move it along.

Discussed what we might do and how we might be structurally related: Suggestion coming from us, and from others is to keep retirees connected to HRC as part of our work in

supporting ministers, and to have Kevin relate to us in providing leadership in creating community and a culture of support and particularly pastoral care. This means that we can expect administrative support as needed.

Morar or working group will present this at HFRC Fall Gathering Saturday morning – Pat will send agenda when details are available.

MOTION by Morar Murray-Hayes / Sandra Litt that the Human Resources Commission of Horseshoe Falls Regional Council receive this report and move forward with this, within budget and staff time.

MOTION

CARRIED

Business Arising

1. **Email Poll of July 25, 2023** to be recorded in the minutes.

MOTION by Pat Tooley / Cathy Dilts that the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Trillium United Church, St. Catharines, to appoint Lark Kim, OM-R, as Pastoral Care Minister, part-time, 14 hours/week, from 2023-08-01 to 2024-07-31 according to the terms agreed to in ChurchHub by the community of faith on 2023-07-19, *pending the approval on ChurchHub of the appointment by Lark Kim.*

MOTION

CARRIED

2. **Email Poll of July 31, 2023** to be recorded in the minutes.

MOTION by Allison Playfair / Joanne Hedge that the Human Resources Commission of Horseshoe Falls Regional Council has ratified the following:

That the Human Resources Commission of Horseshoe Falls Regional Council approve the position for a Ministry Personnel, part-time, 20 hours/week, for Hillcrest United Church, Georgetown.

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Colborne Village Pastoral Charge, to appoint David Love, OM-R, part-time, 36 hours/week, from 2023-01-01 to 2025-12-31 according to the terms agreed to in ChurchHub on 2023-07-12, *pending clarification of the start date.*

That the Human Resources Commission of Horseshoe Falls Regional Council Concur with the request of St. Stephen's-On-The-Hill Pastoral Charge to reappoint Jennifer Auty, DLM, part-time, 11 hours/week, as Minister of Christian Education, from 2023-07-01 to 2024-06-30 according to the terms agreed to in Churchhub on 2023-07-12, *pending adjustment to the phone from monthly to yearly amount.*

That the Human Resources Commission of Horseshoe Falls Regional Council accede to the request of St. Paul's Pastoral Charge, Oakville, to appoint W.M. Wayne Irwin, OM-R, part-time, 24 hours/week, from 2022-12-07 to 2023-12-31 according to the terms agreed to in ChurchHub on 2022-12-07.

That the Human Resources Commission of Horseshoe Falls Regional Council grant a Licence to Administer Sacraments to Jen Auger, DLM, from August 1, 2023 until July 31, 2028, according to the terms of the ***Licence to Administer Sacraments Policy***.

MOTION

CARRIED

3. Email Poll of August 23, 2023 to be recorded in the minutes.

MOTION by Doug Caldwell / Susan Stephen that the Human Resources Commission of Horseshoe Falls Regional Council has ratified the following:

That, having reviewed the position description, the Human Resources Commission of Horseshoe Falls Regional Council approve the position for Supply Minister, part-time, 30 hours/week, for St. John's Pastoral Charge, Oakville.

Note: Under requirements it notes a background check. As all ministers on ChurchHub are required to keep up their annual declaration and this is overseen by the Office of Vocation this is not required.

That, having reviewed the position description, the Human Resources Commission of Horseshoe Falls Regional Council approve the position for Supply Minister, part-time, 17 hours/week, for St. Andrew's Pastoral Charge, Georgetown, *pending removal of requirement for car and license and addition of hours or percentage of time for each area of ministry.*

That the Human Resources Commission of Horseshoe Falls Regional Council appoint Ted Smith as liaison for Port-Dover-Woodhouse Pastoral Charge.

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Millgrove Pastoral Charge, to appoint Robin Wilkie, OM-R, part-time, 20 hours/week, from 2023-07-01 to 2026-06-30 according to the terms agreed to in ChurchHub on 2023-08-01.

That the Human Resources Commission of Horseshoe Falls Regional Council recognize Janet Kennedy, OM, in her position as Chaplain, Long-Term Care at Wentworth Heights as a regionally recognized ministry.

That the notes of the Exit Interview with Robert Lawson, OM, from Fonthill United Church be received for information with any follow-up conversations to take place at the next regular meeting.

MOTION

CARRIED

4. Email Poll of August 28, 2023 to be recorded in the minutes.

MOTION that the Human Resources Commission of Horseshoe Falls Regional Council has ratified the following, which was previously approved by Micol Cottrell:

That the Human Resources Commission of Horseshoe Falls Regional Council accede to the request of St. John's Pastoral Charge, Oakville, to appoint Morar Murray-Hayes, OM-R, part-time, 30 hours/week, from 2022-09-05 to 2024-01-05 according to the terms agreed to in ChurchHub on 2023-08-24.

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Cayuga Pastoral Charge, to appoint Wendy Lowden, DLM-R, full-time, 40 hours/week, from 2023-08-13 to 2024-02-13 according to the terms agreed to in ChurchHub on 2023-08-24.

MOTION**CARRIED****5. Motions outside of July 31, 2023 Email Poll**

That, having reviewed the position description, the Human Resources Commission of Horseshoe Falls Regional Council approve the position description for a Minister, part-time, 36 hours/week, for Oakland Scotland United Church, *pending removal of 'Other preferred asset 'Physically active and enjoys the outdoors.'*

Note: Returned for further work with liaison for: removal of reference to living in the area, fine-tuning expectations and hours, e.g., 10 hours for preparation and leading two worship services and clarification around 36 hours, how this worked with previous minister, and how this will be lived out.

That, having reviewed the position description, the Human Resources Commission of Horseshoe Falls Regional Council approve the position description for a Short-Term Supply Minister, part-time, 30 hours/week, for Oakland Scotland United Church, *pending removal of 'Other preferred asset 'Physically active and enjoys the outdoors.'*

Note: Returned for further work with liaison as noted above and reworking sections marked as 0 hours.

New Business**1. Pastoral Relations Minister Report – Micol Cottrell**

- You will have received invitations to ChurchHub if you are a lay member of this commission. The reason for this is that the commissions are shifting their work from Dropbox to SharePoint. This is because SharePoint is already part of the Microsoft product that is already being paid for whereas Dropbox is an additional cost. There will be a presentation on this at the Orientation Day.
- Having been in this position for a year, part of my five-year plan includes focusing my work with the commissions on supporting you to look at clarifying core vision, work and goals and expanding proactive work of supporting pastoral relationships (ex. workshops). With this also self-reflection on what areas of my work needs to be expanded to include the HRC or HRC members. As part of this, I have used my

continuing education funds to contract with a coach from Credence & Co. as I build skills in this area of leadership.

- Starting up Liaison gatherings and M&P gatherings.
- reviewing the results of the tri-regional council review and looking at what work the commissions need to do
- Go into 2023 with a better understanding of the Human Resources Commission budget and plans to utilize it.
- Policy Review/fine tuning
- Looking at policies from other regional councils to see if there are policies that would be helpful for this Regional Council (ex. pulpit supply policy). Pulpit Supply document from Shining Waters, allowing us to use, is a clarifying document. Using a lay person who is not a LLWL, no training, no certifications, therefore do not fall within our insurance policies, T4As, oversight and discipline, no director's liability insurance. Do we want to adopt this into our policy. Having a layperson twice a year takes them over the \$500 limit re. CRA.
- What does the church do when a congregation has a short-term supply minister and wants to make them a permanent minister? Permanent position description is completed, does it need to be posted on ChurchHub and opened to all searching?
- Question – Is there a desire to do this work over Zoom or at a tri-regional commission member gathering (similar to the initial one).

2. Executive Report – Pat Tooley

No report.

3. LLWL Resource Team Report – Cathy Dilts

No report.

4. Consent Docket

Request for Change of Pastoral Relations

That the Human Resources Commission of Horseshoe Falls Regional Council receive for information that Wayne Irwin, OM-R, will not be renewing the appointment with St. Paul's United Church, Dundas. This appointment comes to an end on December 31, 2023.

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Paul Shepherd, OM, for a change of pastoral relations from Sydenham-Heritage United Church, Brantford, effective 2023-12-01.

Note: Sydenham-Heritage United Church's governing body has voted to explore Intentional Interim Ministry.

Approval of Open Positions

That, having reviewed the position description, the Human Resources Commission of Horseshoe Falls Regional Council approve the position for Short-Term Supply, part-time up to full-time, for Carlisle-Kilbridge Pastoral Charge.

Note: This is to cover a Restorative Care leave.

Approval of New Appointments

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Carlisle-Kilbridge Pastoral Charge, to appoint M. Gayle MacDonald, OM-R, part-time, 27 hours/week, from 2023-10-02 to 2023-11-12, according to the terms agreed to in ChurchHub on 2023-09-20.

Approval of Calls

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Port Dover-Woodhouse Pastoral Charge, to call Lynn Hamilton, OM, full-time, 40 hours/week, from 2024-01-01 according to the terms agreed to in ChurchHub on 2023-09-17.

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Pelham United Church to call Russ Myers, OM Admissions, *pending completion of the record of call on ChurchHub.*

That the Human Resources Commission of Horseshoe Falls Regional Council concur with the request of Pelham United Church to call Heather Myers, OM Admissions, *pending completion of the record of call on ChurchHub.*

Note: Russ and Heather Myers have completed the admissions process and will be admitted at the Fall Gathering Celebration of Ministry Service. They are awaiting an issue to be resolved in order to complete the record of calls.

----- End of Consent Docket -----

Approval of Consent Docket

MOTION by Doug Caldwell / Sandra Litt that the Human Resources Commission of Horseshoe Falls Regional Council approve the consent docket as amended.

MOTION

CARRIED

5. Motions Removed from Consent Docket

MOTION by Doug Caldwell / Morar Murray-Hayes that the Human Resources Commission of Horseshoe Falls Regional Council concur, regretfully, with the request of New Vision United Church, Hamilton to end its pastoral relationship with Ian Sloan, OM, as of September 26, 2023, providing 90-days of notice.

MOTION

CARRIED

Note: We hold New Vision United Church and Ian Sloan in prayer. It may be lay-led for a little until they figure out what they will do.

6. Discussion Items

Working Group Report

The working group met with the chairs of HRC and CSC. We have invited 2 or 3 of their members to join us for a face-to-face meeting as a first step.

Recommendations to support personnel and congregations, and to address the Evaluation of the Structure.

1. Vitally important to support liaisons and lay reps to search committees. At training for the latter, Micol emphasised how important it is to be supportive and caring of the search committee: 'be nice.'. One of our number found that really helpful in their role with two churches. Already there has been independent feedback from one of those search committees that "our experience of the region has been totally positive." It will be the liaisons and lay reps who make the difference in shifting the culture from a negative relationship to a positive one.
2. For staff a communication standard (e.g., Sue Stephen shared that her government job provided communication standards for staff including how soon emails would be returned. Another example to be shared at the meeting.) Looking at ways to reduce email workload – looking at lines.
3. Retirees - Working Group Suggestion is to encourage Mentor relationships between ministers and retired ministers (including training for retired ministers in how best to be supportive).
4. Encourage part-time position descriptions to limit the number of Sundays proportionate to the time.
5. Prepare a much-needed package of alternate worship resources (live, live-streamed, recorded and written) for liaisons, lay reps on search committees and all ministers and ministry and personnel committees to ensure that every congregation knows that they have what they need to give full-time ministers time off and part-time ministers the possibility of holding more than one position.

MOTION by Morar Murray-Hayes / Doug Caldwell that the Human Resources Commission of Horseshoe Falls Regional Council receive the Working Group Report.

MOTION

CARRIED

Note: Pat Tooley joined the meeting and voted to make quorum.

- Exit Interviews.
- VAMs and DLMs.
- Propose a Minimum Phone Allowance of \$50/month. This cannot be prorated.
- Commission time at the Fall Gathering.

Next Meeting: Wednesday, October 25, 2023 at 1:00 pm by Zoom

Worship/Closing Prayers: Sandra Litt

Adjournment:

MOTION that the Human Resources Commission of Horseshoe Falls Regional Council having concluded its business, be adjourned at 3:15 pm.

MOTION

CARRIED